

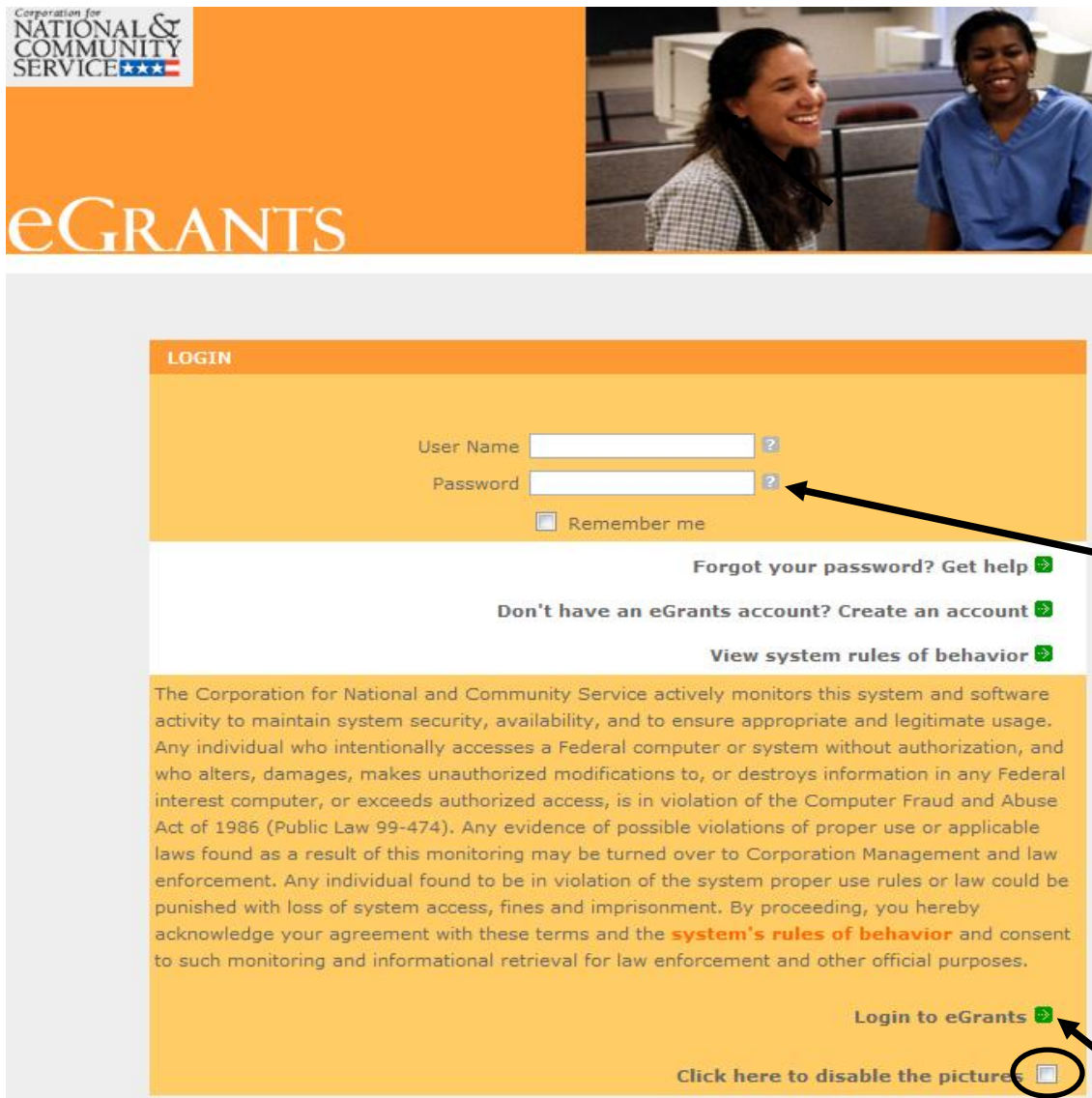
## Appendix I –Accessing Applications Using eGrants (External Reviewers)

Below are step-by-step instructions for External Reviewers to access their application using eGrants to access the applications assigned to your panel. The process includes entering eGrants and downloading applications from eGrants.

### Step 1 – Enter eGrants

You should have an eGrants account and password prior to the start of the review. Go to CNCS's Web site, [www.nationalservice.gov](http://www.nationalservice.gov), Scroll down to the bottom of the page and click on the blue eGrants button, click on "eGrants Log In. Type in your User Name, Password, and click on the 'Login to eGrants' at the bottom of the page. If you are unable to enter eGrants, contact the National Service Hotline at [www.nationalservice.gov/questions/app/ask](http://www.nationalservice.gov/questions/app/ask) or call 1-800-942-2677.

Check the "Click here to disable the pictures" box, to help open up your screens faster.



The screenshot shows the eGrants login interface. At the top left is the logo for the Corporation for National & Community Service. To its right is a photo of two smiling women. Below the logo, the word "eGRANTS" is displayed in large white letters on an orange background. The main login area has an orange header with the word "LOGIN". It contains two input fields: "User Name" and "Password", each with a small question mark icon to its right. Below these fields is a checkbox labeled "Remember me". To the right of the "Password" field, a black arrow points to a small question mark icon. Below the login fields are three links: "Forgot your password? Get help", "Don't have an eGrants account? Create an account", and "View system rules of behavior". A large yellow box contains a disclaimer about system security and monitoring. At the bottom of this box is a "Login to eGrants" button. Below the disclaimer box, the text "Click here to disable the pictures" is followed by a small square checkbox, which is circled in red. A black arrow points to this checkbox.

## Downloading Applications from eGrants

Click on 'Current NOFA Review Panel' to find your assigned competition. Click on the "review individual" link to see the list of applications assigned to your panel.

SELECT A NOFA REVIEW PANEL TO EDIT	
Current NOFA Review Panel	
<a href="#">AMERICORPS FY 2014 (stg P1 pnl #1)</a>	<a href="#">review individual</a>
Previous NOFA Review Panel	
<a href="#">AmeriCorps National FY 2013 (Panel #8)</a>	

## Step 2 – Obtain Applications

Click on the 'view/edit' link for the application you want to review (see screen shot on next page). Contact your GARP Liaison if this is a challenge.

An entire application consists of the following reports when compiled:

424 Face Sheet – PDF File

Budget Narrative – HTML File

Budget– PDF File

**To print each complete application, or to save each one to your computer,** select one of the three reports in the list above, and click on the GO button beneath the report name. This brings up a separate window using Acrobat Reader. You may save the application to your hard drive (if you have Acrobat Reader) or you may print it. To print, click on the Printer Icon on the Adobe screen toolbar. To save, click on the gray disk on the Adobe screen toolbar. Follow this procedure for each one of the three reports that compose an AmeriCorps application.

VIEW/ENTER REVIEWER COMMENTS AND SCORES	
AmeriCorps FY 2014 Competition: Due Date - 01/22/2014	
You are currently viewing <b>Ms. Femi Estrada-Petersen's</b> comments and scores.	
Please select an application to view or to edit.	
<a href="#">The Youth Community Foundation - ID #14ND150000</a>	<a href="#">view/edit</a>

Click on the application ID# once to **Run** the Reports to access the three parts of the application.

Click on the 'Select a Report' box found on the bottom left of your screen.

**You will need to run all three of the reports to review the application in its entirety.**

If you are having difficulty running reports:

- ♦ Close out completely from eGrants
- ♦ Open up Adobe Acrobat Reader from your programs (there will be a blank screen)
- ♦ Leave Adobe Acrobat open
- ♦ Log into eGrants
- ♦ Run a report